

Concordia University Chicago

Return to Work Procedures – June 2020

- **Return to Work Staffing Plan**

- This plan applies to all regular full-time and part-time employees—faculty and staff—who would regularly be scheduled to be present on campus for work in the months of June and July.
- **Employees who are currently teleworking will begin to return to work on campus starting on Monday, June 22.** Additional steps, provisions and accommodations are detailed below.
- Faculty should follow their contract provisions regarding individual requirements to be on campus during the summer months. They should also refer to Dr. Ankerberg’s memo dated May 11 related to other provisions and guidance specific to faculty work.
- Student workers will be evaluated on a case-by-case basis by individual supervisors, in consultation with their unit Vice Presidents and the Office of Human Resources. It is recommended that only student workers who are integral to recruitment and retention activities return to work during the summer term.
- Illinois Phase 3 plan provide specific recommendations regarding office staffing levels. The University will comply as follows:
 - Total on-campus staffing during Phase 3 will not exceed 50%.
 - Staffing in high-density offices will not exceed 50% in order to support appropriate social distancing.
 - Individual supervisors and vice presidents will work with their areas to determine appropriate staffing plans for each department.
 - Please look for details from your supervisor or vice president no later than Monday, June 8 for your specific return to work schedule.
- Summer Hours: Starting on June 22, full-time employees who regularly report to campus are eligible to move to a summer work schedule through the month of July as follows:
 - Monday-Thursday: 9-hour work days
 - Friday Morning: Work 8 a.m. – Noon
 - Friday Afternoons: Off
 - It is understood that this schedule may not be possible for all employees in all departments. Flexibility will be provided to those for whom this schedule is not applicable.

- **On Campus Work Accommodations**

- The University recognizes that there are employees who may be eligible for accommodations related to working on campus for a variety of reasons.
- Accommodations may apply, but are not limited, to individuals who are in high risk categories (e.g. age, underlying health conditions, childcare needs, etc.).
- Employees are able to request an accommodation by submitting the [online Accommodation Request Form](#). Supporting documentation should also be provided at this time, where applicable.
- Employees requesting an accommodation from working on campus must also submit a [Temporary Telework Agreement](#). This would extend or supersede any previously submitted agreements.

- The Office of Human Resources will review all accommodation requests in consultation with individual employees and their supervisors.
- The Office of Human Resources will communicate status of all accommodation requests to individual employees and their supervisors via email within 48 hours of receipt.
- **Daily Health Assessment**
 - All members of the CUC community are responsible for conducting a daily personal health assessment before coming to campus each day.
 - Employees are expected to review the [CDC Symptoms of Coronavirus \(COVID-19\)](#) material and privately determine if they exhibit any symptoms. The symptoms checklist is also available via CUC's COVID-19 webpage, under "Employee Resources."
 - If an employee exhibits any of the symptoms indicated on the CDC document, they SHOULD NOT come to the campus. The following steps should be taken:
 - Report your condition to your supervisor immediately.
 - Stay home until you are asymptomatic without any fever reducing medications for at least 72 hours prior to reporting to the campus.
 - Contact your medical provider immediately for further guidance on care and possible COVID-19 testing.
- **COVID-19 Confirmed Case or Exposure**
 - Confirmed Case: If employee does contract COVID-19, they should remain isolated at home for a minimum of 10 days after symptom onset and can be released after feverless and feeling well (without fever-reducing medication) for at least 72 hours OR has 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart. *(Per State of Illinois Phase 3 guidelines)*
 - Exposure: Any employee who has had close contact with a co-worker or any other person who is diagnosed with COVID-19 should quarantine for 14 days after the last/most recent contact with the infectious individual and should seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations. All other employees should be on alert for symptoms of fever, cough, or shortness of breath and taking temperature if symptoms develop. *(Per State of Illinois Phase 3 guidelines)*
 - Close contact includes household contacts, intimate contacts, or contacts within 6 ft. for 15 minutes or longer unless wearing N95 mask during period of contact.
 - The University has recently updated its COVID-19 reporting form to be consistent with updated state and federal guidelines.
 - Employees must complete the [CUC COVID-19 Self Reporting Form](#) if:
 - They have tested positive for COVID-19.
 - They have an assumed case of COVID-19. Individuals may have met with a healthcare professional who believes they have COVID-19 but haven't been tested or are awaiting the results.
 - They have been exposed to someone with a confirmed case or someone with an assumed case of COVID-19.
 - Or have recovered from a confirmed or assumed case of COVID-19.

- **Personal Protective Equipment (PPE)**

- The University requires the use of PPE following State of Illinois recommendations as follows:
 - Employees should wear face coverings over their nose and mouth when within 6-ft. of others, and/or in the following situations:
 - In all shared office spaces, where two or more individuals are present.
 - When moving around all common internal and external areas of the campus.
 - It is understood that most employees already have their own facemasks. For those who require one, the University maintains a limited stock of facemasks and can provide them to employees. Please call Public Safety at 708-209-3039 to make your request and schedule your pickup.
 - All summer courses are being delivered in an e-learning format. Guidelines for use of PPE in classroom spaces in the fall is forthcoming.

- **Campus Facilities Access**

- Beginning June 22, campus will reopen to employees and limited members of the public in accordance with State of Illinois Phase 3 guidelines as follows:
 - Social distancing and face mask use is required as outlined in the PPE section above.
 - The University continues to encourage offices to conduct business electronically whenever possible.
 - Events with 10 or fewer participants are permitted ONLY if social distancing can be practiced. All events and event spaces should continue to be booked through [25 Live](#) and will be evaluated on a case-by-case basis.
- The following building and/or locations will remain closed to the public during Phase 3:
 - Athletics Facilities (exterior)
 - CATS Building
 - Computer Labs
 - Brohm/Krauss Halls – Floor 2
 - Brohm Hall – Floor 3
 - Christopher Center – Floors 2 and 3
 - Eifrig Hall
 - Fitness Center
 - Geiseman Gymnasium North and South
 - Krentz Center (Main corridor only remains accessible)
 - Kretzmann Hall
 - Library
 - Monroe Offices
 - Residence Halls (all)
 - Track and Field
 - West Annex – Floor 2
- Foodservice will operate as follows:
 - Crossroads Cafeteria will be open for regular summer hours.
 - All other foodservice locations will remain closed.
 - All food will be served/boxed by Sodexo employees for takeout

- Sodexo staff have been trained in appropriate safety/health procedures and are operating within the highest foodservice industry standards.
- **Cleaning and Housekeeping**
 - Housekeeping continues to meet all applicable CDC cleaning and maintenance guidelines in terms of both the cleaning products used and the frequency areas are cleaned.
 - Housekeeping is able to provide offices with cleaning supplies for their areas upon request.
 - In March, all employees were provided with a red card indicating if they worked at their desk each day and are asked to use it to indicate daily presence in the office. Extra steps will be taken to sanitize desks that have been used each day. The use of these cards will continue during the month of June. To request a new or extra red card, please contact Housekeeping at ext. 3161.
 - The University has installed additional hand sanitizer stations throughout campus and will continue to maintain these stations. Please contact Housekeeping at ext. 3161 to request refill of an existing station.
 - Employees may request additional cleaning of a campus spaces by calling Housekeeping at ext. 3161.
- **Office Etiquette – Best Practices**
 - Continue to follow established [CDC prevention guidelines](#).
 - Whenever possible meetings should continue to be held in a virtual environment (eg. Blackboard Collaborate, Zoom, conference call).
 - Limit usage of telephone receivers to one receiver per person.
 - Minimize the use of shared work materials/equipment (e.g., copiers, office supplies)
 - Encourage the removal of personal items from desks to allow for easier cleaning (clean desk policy).
 - Shared use of common refrigerators, microwaves, coffee pots and other kitchen equipment is discouraged. In instances where this is not possible, items should be thoroughly wiped down with University-provided sanitizer between each user.
 - Use of shared printers should be minimized. In instances where this is not possible, printers should be thoroughly wiped down with University-provided sanitizer between each user.
 - The University has worked to convert many additional internal processes and forms to electronic mediums and these should continue to be used in lieu of submitting printed paperwork.